

**2009**

Test Coordinator's  
Guide

**UTAH STATE  
OFFICE OF**



**EDUCATION**

**UTAH  
PERFORMANCE ASSESSMENT  
SYSTEM FOR STUDENTS**

**Statewide Norm-Referenced Testing Program**

**THE IOWA TESTS®**

**2009**

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## Section 1

# Message to LEA and School Test Coordinators

### Purpose of This Guide

This *Test Coordinator's Guide* provides important information that will help ensure the success of the Utah Norm-Referenced Testing Program for all students, teachers, parents, schools, and local education agencies (LEAs). Specifically, this *Test Coordinator's Guide* provides the following:

- An overview of the testing program
- Guidelines for implementing the testing program
- Information necessary for ordering testing materials
- Instructions for completing student answer documents and preparing the completed answer documents for return to the Utah State Office of Education (USOE)
- Instructions for returning test booklets to the LEA office
- Instructions for returning answer documents to the USOE

### Purpose and History of This Testing Program

In 1990, the Utah Legislature established the administration of a norm-referenced test (NRT) to Utah students in grades 5, 8, and 11. In 2000, the Utah Legislature passed a bill that expanded the assessment and evaluation of student performance. Under this legislation, the Utah Legislature instituted the Utah Performance Assessment System for Students (U-PASS). At that time, the Utah Legislature maintained the administration of an NRT for the previously set grade levels and added the administration of an NRT for grade 3. Mandatory participation of all LEAs and schools was continued. Further changes occurred to the U-PASS program in the spring of 2007. As a result, the grade 11 NRT is no longer being administered. In addition, to assess reading statewide, the grade 3 reading NRT will be administered in the spring. The following grades will be assessed beginning in the fall of 2007:



GRADE	TIME OF YEAR TESTED
3	Fall, Spring (Reading Only)
5	Fall
8	Fall

The results from an NRT serve to provide a measure of Utah public school performance in relation to the nation (i.e., the national norm group). Utah also participates in the National Assessment of Educational Progress (NAEP) with a sample of 2,500 students in grades 4 and 8, which provides a means of comparison to the nation and to other states.

As a complement to the NRTs, Utah student achievement is assessed in the spring by the administration of criterion-referenced tests in mathematics, language arts, and science. The Utah State Board of Education plans to continue the NRT element of the U-PASS program of assessment as described here, unless directed otherwise by the Utah Legislature.

The *Iowa Tests of Basic Skills*® (*ITBS*®) will be administered to students in Utah public schools at grades 3, 5, and 8. Practice tests for students in the target grades also will be available to familiarize the students with the test format. In addition, a Braille form and a large-print form of the tests will be available.

### **Basic Information About the *Iowa Tests of Basic Skills*® (*ITBS*®)**

This program will use Levels 9, 11, and 14 Form B (a secure form) of the *ITBS* Survey Battery, supplemented with the Science and Social Studies tests from the Complete Battery for these levels. Braille and large-print forms of *ITBS* are available for students with disabilities.

*ITBS* was designed to measure, within an efficient administration time, the broadest range of skills possible in an NRT. A recent comparison of the number of items and working times of the new version of *ITBS* with comparable nationally-normed test batteries has shown that *ITBS* provides greater coverage of skill measurement in a similar amount of testing time.

The tests to be administered are outlined on the following page. A score for each test and a composite score for the total test will be reported.

### Tests to Be Administered

Grade	Time of Year	Level	Assessment	Battery	Subtests
3	Fall	9	ITBS	Survey Battery, with Social Studies and Science	Reading Vocabulary Comprehension
					Language
					Mathematics Math Concepts and Problems Math Estimation Math Computation
					Social Studies
					Science
3	Spring	9	ITBS	Reading Section	Reading Vocabulary Reading Comprehension
5	Fall	11	ITBS	Survey Battery, with Social Studies and Science	Reading Vocabulary Comprehension
					Language
					Mathematics Math Concepts and Problems Math Estimation Math Computation
					Social Studies
					Science
8	Fall	14	ITBS	Survey Battery, with Social Studies and Science	Reading Vocabulary Comprehension
					Language
					Mathematics Math Concepts and Problems Math Estimation Math Computation
					Social Studies
					Science

**NINE-MONTH (TRADITIONAL) SCHEDULE****FALL 2009***Aug. 3–Sept. 30, 2009**Sept. 1–25, 2009**Sept. 14–Oct. 6, 2009**Oct. 7–16, 2009**Sept. 21–Oct 14, 2009***SCHEDULE OF TASKS**

Ordering of additional test materials for nine-month and year-round schools

Window for LEAs to provide pre-print files to verify enrollment—*must be at least 10 days prior to first day of test administration for given school*

**TEST ADMINISTRATION PERIOD**

Assessment window, including completion of makeup tests

Schools return test booklets and answer documents to their LEA for secure storage

LEA returns answer documents to the USOE within *5 days after testing has been completed*

**Year-Round Schools Schedule**

- Submit *pre-print* (enrollment) files ten days prior to the expected date of receiving pre-printed answer documents.
- Tests are to be administered after forty days of instruction.
- Allow a two- to three-week period for test administration that includes makeup sessions.
- Completed answer documents must be sent to the school LEA office soon after test administration is completed.
- The LEA must return the answer sheets for year-round schools at the same time as the nine-month schools' answer documents.



## Section 3

## Overview of the Tests

### Materials

**LEA Materials.** The following test materials will be sent to the LEA, if ordered, for the 2009 Fall administration of The Iowa Tests®:

<b>Nine-Month Schools</b>	<b>Year-Round Schools</b>
Electronic summary of LEA packing lists	Electronic summary of LEA packing lists
<i>Test Coordinator's Guide</i> for The Iowa Tests	<i>Test Coordinator's Guide</i> for The Iowa Tests
Copies of <i>Directions for Administration</i> for the <i>ITBS</i>	Copies of <i>Directions for Administration</i> for the <i>ITBS</i>
<i>ITBS</i> (grades 3, 5, and 8) test booklets	<i>ITBS</i> (grades 3 and 5) test booklets
Pre-printed and blank answer documents for <i>ITBS</i> (grades 3, 5, and 8)	Pre-printed and blank answer documents for <i>ITBS</i> (grades 3 and 5)
Pre-printed Building Identification Sheets and blank Class Identification Sheets	Pre-printed Building Identification Sheets and blank Class Identification Sheets
<i>Extra Building and Grade/Class Identification Sheets</i>	<i>Extra Building and Grade/Class Identification Sheets</i>
Practice tests	Practice tests

**School Materials.** The following test materials, as ordered, will be sent to the LEA to be forwarded to the school test coordinators:

**Ordered Materials Shipment:**

**Grade 3 ITBS Materials:**

- *ITBS* test booklets
- *ITBS Directions for Administration* manuals
- *Test Coordinator's Guide*

**Grade 5 ITBS Materials:**

- *ITBS* test booklets
- *ITBS Directions for Administration* manuals
- *Test Coordinator's Guide*
- *ITBS Practice Tests* (with corresponding directions for administration)

**Grade 8 ITBS Materials:**

- *ITBS* test booklets
- *ITBS Directions for Administration* manuals
- *Test Coordinator's Guide*
- *ITBS Practice Tests* (with corresponding directions for administration)
- **Braille Materials** (if ordered)
- **Large-Print Materials** (if ordered)

**Pre-Print Materials Shipment:**

**Grade 3 ITBS Materials:**

- *ITBS* answer documents (pre-printed and blank)

**Grade 5 ITBS Materials:**

- *ITBS* answer documents (pre-printed and blank)

**Grade 8 ITBS Materials:**

- *ITBS* answer documents (pre-printed and blank)

**Building Identification Sheets**

**Grade/Class Identification Sheets**

## When to Test

Administer the **Fall 2009 ITBS** for grades 3, 5, and 8 in all LEAs from **September 14 to October 6, 2009**, and *ITBS* for grades 3 and 5 in LEAs with year-round schools after forty days of instruction.

## Who Is Included in Score Reports

The scores of all students who take the tests will appear on the reports.

## Security of Test Materials

The NRTs and all of the materials associated with these tests are secure materials. It is important not to provide an opportunity for any student to have access to the tests and thus gain an advantage over other students prior to the administration of the tests. Prior exposure to the NRTs would invalidate scores.

The materials associated with these tests **may not** be photocopied or reproduced in any other fashion, including paraphrasing. To do so is a violation of copyright law. The materials may not be provided to any person except those conducting the testing process and those being tested.

Test questions may not be taught in part or in whole prior to, during, or after testing. The answers to questions may not be provided to students verbally, in writing, or in any other fashion. Answers may not be erased or altered by anyone except the student during the course of taking the test.

**Educators and administrators must receive and acknowledge receipt of the Utah State Board of Education's requirement of the Ethics Training provided by LEAs using materials from the USOE's Assessment section.** Information can be found at [http://www.schools.utah.gov/assessment/district\\_administrators.aspx](http://www.schools.utah.gov/assessment/district_administrators.aspx).

All Form B materials of the *ITBS* are restricted by Riverside. They have never been and never will be sold, sampled, or distributed in any way within the state of Utah except as part of this contract. To ensure security, Riverside limits distribution of the state-selected test materials to superintendents and assessment directors and will sell only Form A of the *ITBS* at those grades not included in the statewide assessment system.

Access to answer keys for the *Iowa Tests of Basic Skills* is not allowed.

After testing, school test coordinators are asked to account for and return **all** of the test booklets, practice tests, and *Directions for Administration* manuals. After testing, all test booklets and practice tests must be returned to the LEA and stored in a secure location for the following year's administration.



Assessment directors will distribute the test materials to the school test coordinators. The school test coordinators will assist the building principals in providing physical security and proper administration of the test materials at the school site. They will oversee administration of the tests during the prescribed test administration period according to the procedures described in this *Test Coordinator's Guide* and the *Directions for Administration*.

At the conclusion of the test administration period, all test materials must be handled in accordance with state and LEA administration and security procedures. The school test coordinators will prepare the *ITBS* student booklets and answer documents for shipment to the LEA. The assessment directors will make certain that all test booklets have been returned to them from the schools participating in the testing program within their LEA, and that all answer documents have been returned for delivery to the Utah State Office of Education – Computer Services.

The USOE will scan and score the *ITBS* answer documents and provide all score reports to the LEA. The assessment directors will then distribute the reports to each school.

## Section 5 Instructions Prior to Test Administration for Assessment Directors

### Inventory Test Materials

- Step 1.** Inventory the test materials immediately upon receipt.
- Step 2.** Request that the school test coordinators save the boxes in which materials were shipped and reuse them to store the test booklets at the LEA after administration.
- Step 3.** If required, order large-print and Braille versions of the *ITBS* from the USOE at <https://assessment.schools.utah.gov/usoeaa>.

### Prepare for Test Administration

- Step 1.** Review this *Test Coordinator's Guide* and the *Directions for Administration*.
- Step 2.** Develop a schedule for school distribution, test administration, and return of test materials. Distribute the schedule to the school test coordinators.
- Step 3.** Distribute test materials to school test coordinators during the prescribed distribution period.
- Step 4.** Ensure that schools have sufficient materials. If *additional test materials* are needed, please contact Sarah Moore at the USOE at 801-538-7862. If *additional answer documents* are needed, please contact Sharon Marsh at the USOE at 801-538-7915. Ensure that schools receive enough blue Grade/Class Identification Sheets (see Appendix C) for each class or group to be tested. Also, check that schools have the purple Building Identification Sheet (see Appendix B) and that the information pre-printed on the Building Identification Sheets is correct.
- Step 5.** Once the school test coordinators have received materials, we suggest the use of the Principal's Testing Procedure Checklist (see Appendix E) or a similar document used in your LEA to record and track materials for return to the LEA.
- Step 6.** Ensure that arrangements have been made for any student who requires accommodations for test administration. Allowable accommodations can be found in the *ITBS Directions for Administration* (pp. 6–8) or in the *Utah Assessment Participation & Accommodations Policy* (pp. 7, 26) available at [http://www.schools.utah.gov/assessment/documents/special\\_needs\\_accommodations\\_policy.PDF](http://www.schools.utah.gov/assessment/documents/special_needs_accommodations_policy.PDF). Make certain large-print and Braille forms are available if needed.

## Section 6

# Instructions Prior to Test Administration for School Test Coordinators

### What to Do

- Step 1.** When the test materials arrive at the school, the school test coordinators should inventory the test materials immediately.

**Practice Tests.** You can use the *ITBS Practice Tests* for levels 9–11 for grade 5, or levels 12–14 for grade 8, to help your students become familiar with the format of the tests. Practice tests for grade 3 are provided at [http://www.schools.utah.gov/assessment/info\\_iowa.aspx](http://www.schools.utah.gov/assessment/info_iowa.aspx). Since the practice tests will be used next year, students should be instructed **not** to use the back page for recording their answers. Please make copies of the back page for students to use. Be aware that the practice tests contain sample tests for the Complete Battery.

**Student Test Booklets and Answer Documents.** Student materials should include one *ITBS* test booklet and one answer document of the applicable grade.

**Building Identification Sheets.** Locate the purple Building Identification Sheet (see Appendix B) that has been pre-identified with your school information. **Do not photocopy this sheet.** This sheet will determine how your building reports will be presented, so it is important to include this sheet in the returned materials. Since there is a limit of twenty letters for a school's name, it is possible that your school's name has been shortened. **Do not make any changes to the pre-printed information on the form.** If the information pre-printed for the school is incorrect, obtain a blank Building Identification Sheet from the assessment director and complete it manually.

**Grade/Class Identification Sheets.** There must be a separate Grade/Class Identification Sheet (see Appendix C) for each class or group to be tested. If you need additional Grade/Class Identification Sheets, please call your assessment director. **Do not photocopy this sheet.** This sheet will determine how the class reports will be presented, so it is critical to include it in the returned materials.

- Step 2.** If additional materials are needed for your school, contact your assessment director.
- Step 3.** Be sure you receive the assessment director's schedule for test administration and return of materials. Inform teachers of the test schedule.
- Step 4.** Distribute the student test booklets and answer documents to each classroom test administrator shortly before test administration. There



should be one test booklet and one pre-printed answer document for the same level for each student. Blank answer documents should be provided for students who do not have a pre-printed document.

- Step 5.** Be sure test accommodations have been arranged for students with an IEP, 504 plan, or ELL designation. Please refer to [http://www.schools.utah.gov/assessment/special\\_needs.aspx](http://www.schools.utah.gov/assessment/special_needs.aspx) for details regarding allowable accommodations as outlined in the *ITBS Directions for Administration* (pp. 6–8) or contact Wendy Carver, Special Education Assessment Specialist at the USOE, at 801-538-7639 or at [Wendy.Carver@schools.utah.gov](mailto:Wendy.Carver@schools.utah.gov).

## Complete Student Identification Information

Please fill in the demographic information on the *ITBS* answer document if it is not pre-printed. If the pre-printed information is not correct, please fill in the correct information on a blank answer document.

Instructions for filling in the answer document when needed:

### Section 1: Student Name

**LAST NAME:** Write in the student's last name in the boxes (first eleven letters). Fill in the corresponding alphabet circles above the boxes.

**FIRST NAME:** Write the student's first name in the boxes (first nine letters). Fill in the corresponding alphabet circles above the boxes.

**MI:** Write the student's middle initial in the box. Fill in the corresponding alphabet circle above the box.

### Section 2: Student Identification Number

**STUDENT IDENTIFICATION NUMBER:** A student LEA identification number is required for the Utah NRT. Please check to see if the number pre-printed on the answer document is the correct number that corresponds to the student. If the student does not have a pre-printed answer document, please check to make sure he or she has filled in and bubbled this number correctly. If the student has not filled in the student identification number, fill it in by writing one number in each box and filling in the corresponding number circle above each box.

### Section 3: Date of Birth

- Fill in the circle corresponding to the student's birth month.



## **Complete Student Identification Information (Continued)**

- Write the student's birthday in the boxes. Fill in the corresponding number circle above each box.
- Write the four digits of the student's birth year in the boxes. Fill in the corresponding number circles above the boxes.

### **Section 4: Gender**

GENDER: Fill in the appropriate circle.

### **Section 5: Race/Ethnicity**

ETHNIC BACKGROUND: Fill in the appropriate circle. Mark only one category.

To ensure that test results for the Utah Norm-Referenced Testing Program are valid, reliable, and equitable, the same test administration procedures must be used across the state. To provide uniform test administration, test administrators must carefully follow the instructions provided in the Utah custom *ITBS Directions for Administration* manuals.

### **Makeup Tests**

If any students are absent at the time of testing, every effort should be made to give each student the opportunity to take the tests. The deadline for completing the makeup tests for *nine-month schools* for the **2009** assessment is **October 6, 2009**. The deadline for completing the makeup tests for *year-round schools* for the **2009** assessment is **September 11, 2009**.

### **Damaged Answer Documents**

If a student's answer document is damaged, please replace it with a new one. Use one of the blank answer documents from your overage materials. Be sure to fill in the demographic information on the new answer document. If your LEA needs extra blank answer documents, contact Sharon Marsh at the USOE at 801-538-7915 or [Sharon.Marsh@schools.utah.gov](mailto:Sharon.Marsh@schools.utah.gov).

**Check Answer Documents After Testing**

The best way to ensure accurate and timely reports is for the classroom test administrator to carefully prepare the answer documents for scoring. Immediately after the testing session, the classroom test administrator will collect the test materials from the students and check the physical condition of the materials, such as stray marks made in the student test booklets and dark, clear markings on the answer documents. Then the answer documents should be checked for accurate student identification information. Correct any inaccurate student identification information that has been filled in.

***Physical Condition***

Some conditions interfere with the electronic scoring process and can cause delays, so please check all documents that are to be machine-scored (all used answer documents) for the following:

<b>If you find any of the following:</b>	<b>Do this:</b>
<ul style="list-style-type: none"><li>▪ tape of any kind</li><li>▪ Post-it® Notes</li><li>▪ staples</li><li>▪ pins</li><li>▪ food</li></ul>	<ul style="list-style-type: none"><li>▪ Remove them.</li></ul>
<ul style="list-style-type: none"><li>▪ stray marks</li><li>▪ light marks for answers</li><li>▪ incomplete erasures</li></ul>	<ul style="list-style-type: none"><li>▪ Erase any stray marks.</li><li>▪ Darken response marks so that they fill the circles.</li><li>▪ Complete erasures where the student changed answers.</li></ul>

Check the student identification information on all answer documents. This information should have been pre-printed on the documents, so make sure the information is correct for each student. Review the data for accuracy, and check for legibility of any entries that have been made manually. All marks should be solid and dark.

## Identification Sheets

### *Grade/Class Identification Sheets (Blue)*

The purpose of the Grade/Class Identification Sheet (see Appendix C) is to identify how student answer documents should be organized for reporting purposes. The school test coordinator should verify that the teachers correctly completed one Grade/Class Identification Sheet for each class that participated in the administration of the *ITBS*.

### *Test Booklet Security Form*

Complete the Principal's Checklist (see Appendix E), or a similar document that works in your LEA, with the number of student booklets that are being sent back. Indicate the total number of *ITBS* booklets. Place this form in a separate envelope for return to your assessment director.

### *Building Identification Sheets (Purple)*

Each school receives two Building Identification Sheets (see Appendix B) with the testing materials—one pre-printed sheet is to be returned with the materials to be scored, and the second is extra, to be used if needed. If the Building Identification Sheet has been pre-printed, there should be nothing for you to complete. If the pre-identified sheet is damaged or missing, please complete (1) the Information Box (testing date, LEA, city, and state), (2) the Building Name, and (3) the Building Code.

## Large-Print and Braille Test Books

It is not possible for the scanners to read the student responses in the large-print or Braille versions of the tests. Please arrange to have student responses made in a large-print or Braille version of the test transferred onto the student's answer document before returning to the USOE for scoring. With the Braille versions, refer to the Riverside document *Braille Edition: Supplement to the Directions for Administration* (provided with the Braille versions of the test) for detailed instructions on recording student responses on the answer document. Please be sure the question numbers match; the Braille versions omit some questions that could not be translated into Braille from the standard *ITBS*. Also, be sure to complete the student's demographic information. Place the completed answer document in an envelope marked "Braille" together with a completed Building Identification Sheet and a Class Identification Sheet.



## Packing Materials

After the school test coordinator has received all the testing materials from the teachers, follow the step-by-step procedures below to prepare materials for shipment to the LEA office.

### Step 1. Stack all relevant material together.

Stack A:

*ITBS Practice Tests*

Practice test directions

Stack B:

*ITBS Directions for Administration*

Stack C:

All *ITBS* test booklets

All unused answer documents

Stack D:

Building (School) ID Sheet

Grade/Class ID Sheet

All *ITBS* answer documents (completed)

Braille answer documents (if needed) in an envelope marked "Braille"

### Step 2. Check the scorable materials (Stack D).

\_\_\_\_\_ Flip through the stack of student answer documents and check for the following:

- marking with a No. 2 soft-lead pencil
- complete and correct gridding of all student demographic information
- complete erasure of stray marks
- folds, cuts, or tears

\_\_\_\_\_ Check that all answer documents are assembled with the demographic page facing up and oriented the same direction.

\_\_\_\_\_ Check that the Grade/Class Identification Sheets have been correctly filled in for each class. The total number of completed answer documents must equal the number gridded on the Grade/Class ID Sheets. Place all of the answer documents (*ITBS*) for one class under the corresponding Grade/Class Identification Sheet.

### Step 3. Prepare the boxes. The number of boxes you need will depend on the size of your school, but most schools will need more than one box.

\_\_\_\_\_ Place materials in a rigid, sturdy, 8 ½"x11" carton with enough packing material to ensure minimal movement of materials inside.

Use crumpled paper to protect materials from shifting during transit. Tape all boxes securely with heavy-duty tape. Cellophane and masking tape are not strong enough and are not recommended.

- \_\_\_\_\_ If you are reusing the boxes that were used for shipping materials to the school, be certain to cover the original labels with black marker or paper.

**Step 4. Fill the first box.**

- \_\_\_\_\_ Put answer documents for the class under the Grade/Class ID sheet. They do not need to be in any special order.
- \_\_\_\_\_ Repeat for the next class. Position a Grade/Class Identification Sheet for the next class and then place on top of that class's completed answer documents. An **entire** class should be in the **same** box. Do not separate the class into multiple boxes. Each class should be packaged with its Grade/Class Identification Sheet in the same box. When the box is nearly full, start another box.
- \_\_\_\_\_ Place the Building Identification Sheet on the top of all the completed answer documents that are to be scored for one grade.
- \_\_\_\_\_ Place the Summary of Materials form on the top of all materials.

**Step 5. Pack the remaining boxes.** Continue to fill your boxes by placing a Grade/Class Identification Sheet on top of each class. **Do not split a class between two boxes.**

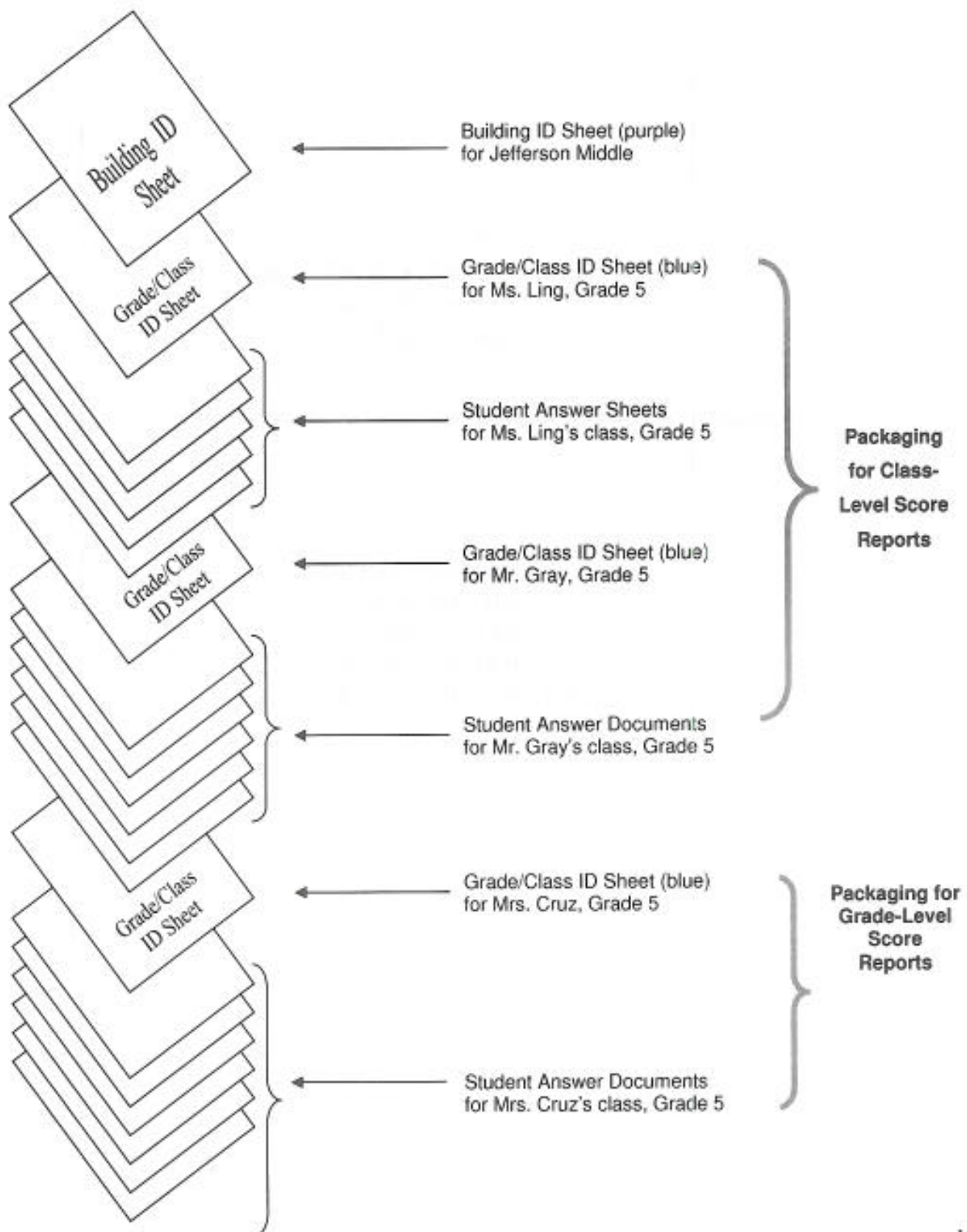
**Step 6. Write on a label "Norm-Referenced Test Answer Documents."** Place the label on each box. Indicate box number \_\_\_\_ of \_\_\_\_ and your school name.

**Step 7. Deliver boxes to the LEA assessment director.**

**Step 8. Return all test booklets, practice tests, and *Directions for Administration* manuals to the school's LEA office.** The materials will be stored in a secure location for the following year's administration.

## Organizing Answer Documents and ID Sheets for Return

**Stacking Diagram**



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## **Section 9     Instructions for Sending Answer Documents to the Utah State Office of Education (USOE)**

Once the assessment director receives the boxes of marked answer documents from the school test coordinators, the LEA director should finalize the packaging and shipping of materials. The preferred methods of delivery are to either hand-deliver the materials to the USOE or send them by a commercial carrier, addressed to:

**Computer Services  
Utah State Office of Education  
250 East 500 South  
Salt Lake City, UT 84111**

Alternatively, small packages of answer documents can be sent through the U.S. Postal Service to the following address. Be sure to include the post office box number and the additional four digits in the zip code.

**Computer Services  
Utah State Office of Education  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200**



## Appendix A

## Checklist of Major Activities

### Before Test Administration

Assessment Director	School Test Coordinator
1. Receive shipment of test materials.	1. Receive test materials from assessment director.
2. Inventory quantities in the shipment. If additional quantities are needed, call Riverside to request additional materials.	2. Inventory quantities in the shipment. If additional quantities are needed, call the assessment director to request additional materials.
3. Read and review the <i>Directions for Administration</i> and the <i>Test Coordinator's Guide</i> .	3. Read and review the <i>Directions for Administration</i> and the <i>Test Coordinator's Guide</i> .
4. Count out the materials for each school.	4. Count out the materials for each class.
5. Distribute testing materials to each school.	5. Distribute testing materials to each class.

### After Test Administration

Assessment Director	School Test Coordinator
1. Receive materials from school test coordinators.	1. Check answer documents for correct gridding and order of assembly.
2. Arrange for the secure storage of test booklets.	2. Check Identification Sheets for placement and completeness.
3. Send scorable materials to the USOE as referenced in Section 9.	3. Place answer documents and test booklets into <b>sturdy</b> boxes.
	4. Add filler to boxes that are not completely filled.
	5. Securely tape the boxes. Number the boxes in sequence (e.g., Box 1 of 3, Box 2 of 3, Box 3 of 3) by grade.
	6. Send materials to assessment director.



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## BUILDING IDENTIFICATION SHEET

The purpose of this sheet is to identify the building in which the accompanying answer documents were used. One **BUILDING IDENTIFICATION SHEET**, properly filled in, must accompany the answer documents for each building in the system.

Use a #2 pencil to mark this sheet.

### 1. INFORMATION BOX

Print all of the information requested.

### 2. BUILDING NAME

In the row of boxes at the bottom of the grid, print the building name as it must appear on all reports. Abbreviate if necessary. Put only one letter or number in each of the 20 boxes.

Next, blacken the corresponding letter or number circle above each box. Blacken the blank circle at the top of the column for any boxes that are blank.

### 3. BUILDING CODE

Enter the building code in the boxes at the bottom of the grid and then blacken the corresponding letter or number circle above each box.

Place this sheet on top of all of the answer documents for this building.

### 1. INFORMATION BOX

Testing Date \_\_\_\_\_

YEAR

DAY

MONTH

System Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

### 2. BUILDING NAME

A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

### 3. BUILDING CODE

A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20



## Grade/Class Identification Sheet



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GRADE/CLASS \_\_\_\_\_ 9-08191  
IDENTIFICATION SHEET

3-52119#

The purpose of this sheet is to identify the names of grades and classes in which the scorekeeping answer documents were used. If class reports ARE to be identified, please complete one of these sheets for each class in each grade, making sure that the CLASS NAME and GRADE are entered. If class reports ARE NOT required, you must complete these sheets for each grade in a building, leaving the CLASS NAME section blank, but entering the GRADE.

Use a #2 pencil to mark this sheet.

## \* INFORMATION BOX

First all of the information requested

## 3. CLASS NAME

If a class is in *tbl*, *showtbl* will not class name in the row of *tbl* name in *tbl* must appear in all reports. Otherwise it is not possible.

Next, darken the corresponding letter in summer circle-shady again box. Shave the black circle at the top of the square for any boxes that contain:

## 1. CLASS CODE

## 4. GRADE

At the bottom of the post, below the photo and then before the corresponding video about it:

#### A. FQDM

At the bottom of this grid, enter the last first and then blacken the corresponding (a)(b) square(s).

8. ANSWER DOCUMENT COUNT

At the bottom of the grid, enter the count of answer documents in the grid column, using all four boxes. For example, if there are 28 answer documents, enter "0028". Then bubble the corresponding number circle in the column above each of the five items.

7. SCORING SERVICE ONLY

This is not Scoring Service use only. Do not input in this screenshot window.

Place this completed Grade/Class Identification Sheet on top of the answer documents for this class. If class reports ARE NOT required, place this completed Grade/Class Identification Sheet on top of the answer documents for this grade.

[illegible]

CLASS CODE				
0	1	2	3	4
5	6	7	8	9
A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z	AA	AB	AC	AD
AE	AF	AG	AH	AI
AJ	AK	AL	AM	AN
AO	AP	AQ	AR	AS
AT	AU	AV	AW	AX
AY	AZ	BA	BB	BC
BD	BE	BF	BG	BH
BI	BJ	BK	BL	BM
BN	BO	BP	BQ	BR
BS	BT	BU	BV	BW
BX	BY	BZ	CA	CB
CC	CD	CE	CF	CG
CH	CI	CJ	CK	CL
CM	CN	CO	CP	CQ
CR	CS	CT	CU	CV
CW	CX	CY	CZ	DA
DB	DC	DD	DE	DF
DF	DG	DH	DI	DJ
DK	DL	DM	DN	DO
DP	DQ	DR	DS	DT
DU	DV	DW	DX	DY
0	1	2	3	4
5	6	7	8	9
A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z	AA	AB	AC	AD
AE	AF	AG	AH	AI
AJ	AK	AL	AM	AN
AO	AP	AQ	AR	AS
AT	AU	AV	AW	AX
AY	AZ	BA	BB	BC
BD	BE	BF	BG	BH
BI	BJ	BK	BL	BM
BN	BO	BP	BQ	BR
BS	BT	BU	BV	BW
BX	BY	BZ	CA	CB
CC	CD	CE	CF	CG
CH	CI	CJ	CK	CL
CM	CN	CO	CP	CQ
CR	CS	CT	CU	CV
CW	CX	CY	CZ	DA
DB	DC	DD	DE	DF
DF	DG	DH	DI	DJ
DK	DL	DM	DN	DO
DP	DQ	DR	DS	DT
DU	DV	DW	DX	DY
0	1	2	3	4
5	6	7	8	9
A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z	AA	AB	AC	AD
AE	AF	AG	AH	AI
AJ	AK	AL	AM	AN
AO	AP	AQ	AR	AS
AT	AU	AV	AW	AX
AY	AZ	BA	BB	BC
BD	BE	BF	BG	BH
BI	BJ	BK	BL	BM
BN	BO	BP	BQ	BR
BS	BT	BU	BV	BW
BX	BY	BZ	CA	CB
CC	CD	CE	CF	CG
CH	CI	CJ	CK	CL
CM	CN	CO	CP	CQ
CR	CS	CT	CU	CV
CW	CX	CY	CZ	DA
DB	DC	DD	DE	DF
DF	DG	DH	DI	DJ
DK	DL	DM	DN	DO
DP	DQ	DR	DS	DT
DU	DV	DW	DX	DY
0	1	2	3	4
5	6	7	8	9
A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z	AA	AB	AC	AD
AE	AF	AG	AH	AI
AJ	AK	AL	AM	AN
AO	AP	AQ	AR	AS
AT	AU	AV	AW	AX
AY	AZ	BA	BB	BC
BD	BE	BF	BG	BH
BI	BJ	BK	BL	BM
BN	BO	BP	BQ	BR
BS	BT	BU	BV	BW
BX	BY	BZ	CA	CB
CC	CD	CE	CF	CG
CH	CI	CJ	CK	CL
CM	CN	CO	CP	CQ
CR	CS	CT	CU	CV
CW	CX	CY	CZ	DA
DB	DC	DD	DE	DF
DF	DG	DH	DI	DJ
DK	DL	DM	DN	DO
DP	DQ	DR	DS	DT
DU	DV	DW	DX	DY
0	1	2	3	4
5	6	7	8	9
A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z				

4. **GRADE**  
Enter one grade  
PRE K ☐  
K ☐  
1 ☐  
2 ☐  
3 ☒  
4 ☐  
5 ☐  
6 ☐  
7 ☐  
8 ☐  
9 ☐  
10 ☐  
11 ☐  
12 ☐  
13 ☐  
14 ☐  
15 ☐  
16 ☐  
☐

0023

5. FORM

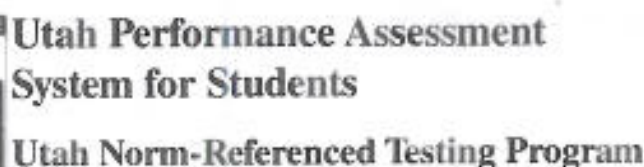
0	A	H
1	<input checked="" type="radio"/>	U
2	C	P
3	D	Q
4	E	R
5	F	S
6	G	T
7	M	L
8	N	V
9	X	W
	Y	Z

[illegible]

1. INFORMATION BOX

Training Date	August 18, 2004
Building Name	Utah School
System Name	Utah District
City	Jackson
State	UT

### Back Page (Demographics), *ITBS*





## Appendix E Principal's Testing Procedure Checklist

### PRINCIPAL'S TESTING PROCEDURE CHECKLIST

#### Utah's U-PASS PROGRAM

Instructions: Complete, sign, and return to LEA assessment director along with the student answer documents.

#### Principal: Please Check Each Item When Completed

- ☐ 1. I have reviewed with **all educators involved with state testing** the "Standard Test Administration and Testing Ethics Policy and the "Standard Test Administration and Testing Ethics Training PowerPoint," distributed the "Standard Test Administration and Testing Ethics FAQ's," and received signatures on the "Standard Test Administration and Testing Ethics Teacher Signature" forms from **all educators involved with state testing**.
- ☐ 2. I have received sufficient test material from the district and recorded counts below. I have distributed sufficient materials to each test administrator.
- ☐ 3. Tests were administered during the dates specified by the state and the district.
- ☐ 4. I personally monitored the administration of tests in my school.
- ☐ 5. All booklets were checked for misplaced answer documents. Prior to sending answer documents to the district, procedures were followed for each batch to ensure that answer documents were ready for scoring (i.e., all documents in a batch are the same grade/subject, no UAAs inserted, no paper clips or rubber bands, etc.).
- ☐ 6. After all testing was completed, I accounted for all test booklets sent to the school and returned them to a secure storage area designated by the district.
- ☐ 7. All student answer documents and other required forms were returned to the district assessment director.

(over)

**Count of Materials Received from District Office**

	3 <sup>rd</sup> Grade Iowa	5 <sup>th</sup> Grade Iowa	8 <sup>th</sup> Grade Iowa
Student Booklets			
Answer Documents			
Test Admin Manual			

**Count of Materials Returned to District Office**

	3 <sup>rd</sup> Grade Iowa	5 <sup>th</sup> Grade Iowa	8 <sup>th</sup> Grade Iowa
Student Booklets			
Answer Documents			
Test Admin Manual			

Describe how, and by whom, the test was administered in your school:

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Please note any testing irregularities which occurred in your school:

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---

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Name: \_\_\_\_\_ School: \_\_\_\_\_  
Type or print

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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Utah State Office of Education  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, Utah 84114-4200



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